

How Employers Hire by Connie Blaine



“I’ve got this friend that would be perfect”

Hiring practices vary, but most employers use a few common methods. Hiring is usually a process that goes:

Recruitment · Screening · Selection.

Recruitment

Some of the most common ways employers recruit are:

- Referral—the method employers prefer. Having someone they know and trust vouch for an applicant strengthens the applicant's chances of being hired.
- Advertising—in newspapers, job hotlines, trade papers, the Internet or radio/tv.
- Job Fairs—DWS holds job fairs around the state and large companies hold their own job fairs too. Job fairs are used to recruit entry-level employees. But the employers at job fairs may not always have current openings.
- Internal recruitment—Most employers will offer jobs first to their current employees, then go external if a bigger pool of applicants is needed.
- Private and public placement agencies—some charge a fee, some don't.
- Temporary services—Temporary and contract employees are used more by companies now than in the past, and good temp workers often move into permanent jobs.
- The Internet—Used mostly for recruiting higher-level professionals, and for technical occupations.
- Other—School placement offices, union halls, etc.

Screening

Once a pool of applicants is in place, employers screen or select the few most-qualified for interviews. Usually this is done quickly by skimming resumes or applications and tossing those that have errors, are badly written, incomplete or do not show minimum qualifications the employer has set for the job. The employer

may use a scanner on resumes to select those with key words that match the skills they are looking for. When the best of the pool are screened from the rest, employers will look more closely at their qualifications. Education may be verified, and former employers contacted. The employer might call the applicant for an additional telephone screening.

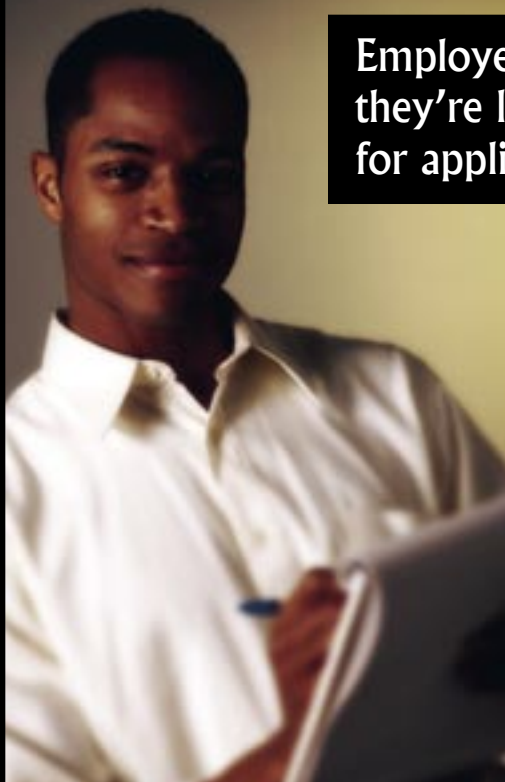
Selection

Most often, the interview is the tool used to make the final decision on who to hire. Generally, all the applicants who get an interview are qualified for the job. So the employer uses the interview to determine which one is the most qualified, as well as to assess personal qualities and how well the person will fit into the organization. References will be called at this stage. Final candidates may also need to pass a test, come back for a second—or even third—interview, or demonstrate their skills in a simulated job situation.

Prepare Yourself

One of the best ways to find out what employers are looking for is to read their Web sites and literature. Also read their vacancy notices, whether or not you want that particular job. This gives you a good feel for what they look for in potential employees. It is helpful to make personal contact with someone from the company. For instance, job shadowing within the organization, or an informational interview helps your chances. This gives you the opportunity to find out things they don't tell you in the brochure—the pace at which people work, the way people communicate within the organization and the overall workplace culture.

All recruiters have specific qualifications and a range of skills that they are looking for. The key is to be clear about their requirements before applying, so you can tailor your resume, respond well in an interview and hopefully get that job!



Employers say they're looking for applicants who:

- have the minimum qualifications, at least, for the job
- will show up for work on time every day and work hard
- are able to work cooperatively as a team member
- demonstrate an understanding of appropriate workplace appearance and hygiene
- can be trusted and demonstrate integrity and honesty
- are able to write effectively, using clear and concise language
- use appropriate language skills for the workplace and communicate well
- have good customer service skills and behavior when dealing with clients
- work well with a variety of people and embrace diversity
- listen well and respond appropriately to verbal and non-verbal messages

On The Web

<http://www.u.arizona.edu/~cats/qualities.html>
<http://www.shl.com/SHL/en-int/CandidateHelpline/>